



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0426AN19

Law Clerk

Partial Year Term

Opening Date: 4/26/2019

Closing Date: Open Until Filled

Anticipated Vacancy

Salary: \$51,212.84 Pay Grade 11

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (**Please check this on your application**).

Summary Statement:

This is a temporary position of approximately 4 months' duration. A current law clerk is leaving the Court and the term ends effective September 1, 2019. The opening is to serve for the interim.

Nature and Scope:

Superior Court Law Clerks are responsible for supporting their judge by reviewing pleadings, completing research assignments, observing and participating in trials, motions hearings, decisional conferences and other proceedings, and draft bench memoranda and preliminary opinions as assigned by the judge.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Graduation from an accredited law school.
2. Admission to the Delaware Bar, preferred, but not required.
3. Excellent research and writing skills.
4. Outstanding analytical and problem solving skills.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (Preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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